

PERFORMANCE PLAN

NAME (Last, First, MI)	
DL/ID#	
POSITION TITLE	

JOB ELEMENTS

CE

PERFORMANCE STANDARDS

1. Traffic Flow

Yes

- a. Relieves previous shift by the posted starting time.
- b. Assures that heaving lines are free of kinks or defects so that when throwing lines to vessels, accuracy to 95% on the first heave.
- c. Assures that s/he is in a position to receive the lines from the vessels early, so as to preclude any possible damage to the lock structures or vessel property.
- d. Assures that vessel operators have clear, concise instructions as to positioning in lock chambers, so as to facilitate a safe and expeditious locking.
- e. Assures that vessel operators have knowledge of the proper maintenance of lines during the lock level changes, so that no damage is done to lock structure or vessel property.
- f. Does not release vessels leaving lock chamber without clearance from the operator in charge, and the concurrence of the vessel operators, so as to prevent damage to vessels or lock structure.
- g. Willingly follow instruction from supervisor in a dependable and responsible manner when accepting job related and training assignments. Will notify immediate supervisor when leaving assigned duty station. Can be depended upon to accomplish assigned tasks while working cooperatively with crew and the public. Maintains a good working relationship with co-workers and takes all complaints to the Lockmaster/Leader immediately so they can be resolved.

AUTHENTICATION

Supervisor _____ Date _____

Employee _____ Date _____

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2. Safety

CE

Yes

PERFORMANCE STANDARDS

- a. Follows all safety measures as directed by SOP's or Hazard Analysis standards.
- b. Is ready to take lines from towboats before they enter the chamber.
- c. Assures that de-icing procedures during freezing weather has been completed according to the immediate supervisor's directive.
- d. Assures that visitors and vessel operators are warned of potential danger from snapping lines when vessels are in lock chambers.
- e. Exhibits initiative when dealing with a vessel that is out of control, so that no danger to other vessels or lock structures ensues.
- f. Assures that before operator opens the miter gates, all pedestrians are safely off the gates and behind yellow lines.
- g. Assures that debris is clear of the area behind the miter gates, before they are opened.
- h. In either large or small lock chamber, assures that s/he keeps eye contact with all vessels whenever water level is changing, so as to prevent damage to lock structure or vessel property.
- i. Relating to S.O.P. 9, (Locking Procedure), in regards to the large lock, all vessels 1500 tons and over shall follow these specifications. The lock operator posted at miter gate No. 1 or 3 shall monitor the speed of the approaching vessel. The same lock operator shall inform the control tower by walkie-talkie when the vessel has cleared the miter gates. Vessels 1500 tons and over shall be brought into the lock chamber separately from others. These vessels shall be secured before the miter gate is reopened and any additional vessels are admitted to the locks.

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- j. Assures that all vessels are clear of the miter gate sills and cables, so that no damage to lock structures or vessel property is incurred.
- k. Review hazard analysis standards for all tasks undertaken.
- l. Assures that U.S. Coast Guard approved life vests or jackets are worn at all times, zipped or fastened, whenever incumbent is outside the safety rail.
- m. When required assures that Fall Restraint SOP #9, (Locking Procedure) is properly adhered to.

3. Emergency
Operation

Yes

- a. Notifies nearest Corp Employee if a life-threatening situation arises, and renders all possible assistance to save a person in an emergency situation.
- b. Observes and enforces "No Smoking" ban when a fuel barge or tanker is locking through.
- c. Has full knowledge of the use and location of firefighting equipment.
- d. Exhibits initiative when dealing with an emergency.

4. Records

No

- a. Compiles Lockage data as requested.

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5. Public Contact Yes

- a. Maintains a courteous, efficient and calm demeanor, so that s/he instills confidence in the boaters. Refers any disagreements from boating and visiting public to s/he immediate supervisor.
- b. Knowledgeable of project mission so as to be able to answer the questions of the visitors and boaters.

6. Teamwork Yes

- a. Each person is responsible for ensuring everyone is treated fairly, with dignity and respect. Each person is accountable for his or her decisions made, their behaviors towards others, and for taking appropriate action to ensure others do the same.